

Withdrawing an eRequisition

Original requestors can withdraw a submitted eRequisition to make edits before it is fully approved. When an eRequisition is withdrawn, the request is moved from the approver's queue into the requestor's 'Composing' folder. The requestor will be prompted to edit the withdrawn eRequisition, view the eRequisition or return to the E-Procurement Home Page. If the user chooses not to edit the requisition, it will be saved in the requestor's 'Composing' folder.

The screenshot shows the Ariba Spend Management interface. On the left is a navigation pane with a 'Status' folder expanded, showing sub-folders: Composing (2), Submitted (2), Approved (3), Denied (0), Collaborating (0), and Show All (7). The main content area is titled 'Status' and contains a table of eRequisitions. A dashed oval highlights the first two rows of the table, which are in 'Submitted' status.

Type	ID	Date Created	Status	Title	Total
	PR263	Tue, 9 Aug, 2005	Submitted	Untitled Requisition	\$10.00USD
	PR256	Wed, 3 Aug, 2005	Submitted	Untitled Requisition	\$449.98USD
	PR249	Fri, 29 Jul, 2005	Composing	Untitled Requisition	\$449.98USD
	PR211	Tue, 26 Jul, 2005	Ordering	Test Cancel	\$129.77USD
	PR209	Wed, 20 Jul, 2005	Composing	Untitled Requisition	\$0.00USD
	PR205	Mon, 18 Jul, 2005	Ordered	1712	\$3.70USD
	PR204	Mon, 18 Jul, 2005	Ordered	1710	\$7.88USD

At the bottom of the table, there are buttons for 'Copy', 'Delete', and 'Move'. The 'Move' button is highlighted, and a 'Move to Folder' dropdown menu is open, showing 'Archive Items' as the selected option.

1. Locate the eRequisition to be withdrawn in the Status folder. An eRequisition with a status of 'Submitted' or 'Denied' can be withdrawn.

Note: An eRequisition can also be withdrawn from the Submitted and Denied folders under Status on the Shortcut Menu.

2. Click on the title or the eRequisition ID to display the request.

The screenshot shows the Ariba Spend Management interface. The user is Thomas Woods. The page title is "PR263 - Untitled Requisition" with a status of "Submitted". On the left, a status menu shows "Submitted" with a count of 2. In the main area, there are buttons for "Back to Status", "Withdraw", "Edit", and "Print". The "Withdraw" button is circled with a dashed line. Below these buttons are tabs for "Summary", "Approval Flow", "Orders", "Receipts", and "History". The "Summary" tab is active, showing a table with one line item: "Enter a description for this item." with a quantity of 1, unit of "each", price of \$10.00USD, and amount of \$10.00USD. The total cost is \$10.00USD.

3. Click the **'Withdraw'** button.

The screenshot shows the "Request Withdrawn" confirmation screen. It states "Your request has been withdrawn. Select an action to take with this request." Below this, it says "PR263 - Untitled Requisition has been withdrawn." and lists three options: "Edit the withdrawn request now", "View the details of the withdrawn request", and "Return to the Ariba Buyer Home Page". The "Edit the withdrawn request now" option is circled with a dashed line.

4. Select **'Edit the withdrawn request now'**. The eRequisition will be displayed to the user in 'Composing' status. User can make necessary changes before submitting the eRequisition. Once the user clicks **'Submit'**, the eRequisition will resubmitted to the normal approval flow process.

Note: Any individuals in the approval flow who approved the eRequisition prior to it being withdrawn will have to review and approve the modified eRequisition.